Scheduling an Advising Appointment in the COMMUNICATION DEPARTMENT

1. On MyUAlbany, select UAlbany Advantage Success Center and sign in. Then navigate to your Student Home screen (House symbol on left hand side)
2. Click the Get Advising & Student Services button at top right.
3. Select the Reason for your visit (Department Advising). Then, choose “Make Advising Appointment” and click Next.
4. Select the Location (Department - COMMUNICATION) and your Advisor (KATIE SECHLER) for the appointment. Click Next.
5. Select an available Morning or Afternoon then select an available time. Then click **Next**.

6. Please fill in comments if there is anything specific you would like to discuss with your advisor. If you would like to receive an email appointment reminder, click the **Send Me an Email** button.

If you would like to receive a text message appointment reminder, please click the **Send Me a Text** button and enter your cell phone number.

6. Then click the **Confirm Appointment** button.

7. The system will display a confirmation screen with the details of your appointment. All appointments are in **Social Science 351**.

Once saved, users will receive an email confirmation of the appointment.

**Note:** At any point, if you need to go back and make a change to your selections, click the **Back** button at bottom left.